



U.S. General Services Administration

Federal Acquisition Service

Quote

GSA Training Module for IWAC Region

Quote Training Module Overview

Description: This training module will take you step-by-step through the Quote document in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component, specifically for the IWAC region, as well as the integrated RBA & e-Buy Quote submission Process.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.

Quote Glossary

Term	Definition
Quote	Document that Contractors Submit in ITSS (or in e-Buy) to respond to an RFQ or RFI, detailing how they will meet the requirements set forth by the client. A Contract Number must be selected on every Quote.
Contractor	Employee of a private company, or industry partner. Contractors submit quotes for RFQs/RFIs, and once awarded, create support documents. Also known as a vendor.
Contract	The government contract number that the order will use if awarded.
Total quote \$	Sum of all Task Item Quote Amount values.
Unregistered Vendor Quotes Summary	ITSS page that is generated after RFQ process is closed on an e-Buy published RFQ. Lists quote information submitted by contractors who weren't registered in ITSS at the time the RFQ was closed.

Quote Privileges

user Role Action	Create	Edit	View
GSA users	✓	✓	✓*
Clients			✓**
Contractors	✓***	✓***	✓
e-Buy Import	✓		

*Can be limited to only GSA users in the region or listed on the COI

**Can limit Client to 'Show All', 'Show None' or 'Only Show Winner'

***Can create or edit during open non e-Buy RFQ period Only

WELCOME **ORDERS** **FUNDING** **REGISTRATION** **CONTRACTS**

Select a View:

<<-- View Orders -->> <<-- View Inactive Orders -->> <<-- View Action Items -->> <<-- View Support Information -->>

Go to a Specific View Item: [Create New Order](#)

Orders - Entire Package

Next -> |

Order Package

REQUISITION005-COI Jamie Client (Test Organization) Award Notice Issued>>ROB

00 Chronology

01 BOM/SOW REQUISITION005 - 00 Amendment 00 AWARD NOTICE ISSUED

RFQ Modification 00 Amendment 00 Revision 00 GSA APPROVED

Quote Amd 00 Rev 00 for Jim Contractor (TEST COMPANY CORP INC) Cnt# 263-97-D-0313, BID=\$883,500.00

Quote Amd 00 Rev 00 for William Vendor (ACME CORPORATION) Cnt# GS-02F-0154R, BID=\$925,000.00

Quote Amd 00 Rev 00 for Patricia Partner (COMPANY ASSOCIATED) Cnt# GS-35F-0390K, BID=\$900,000.00

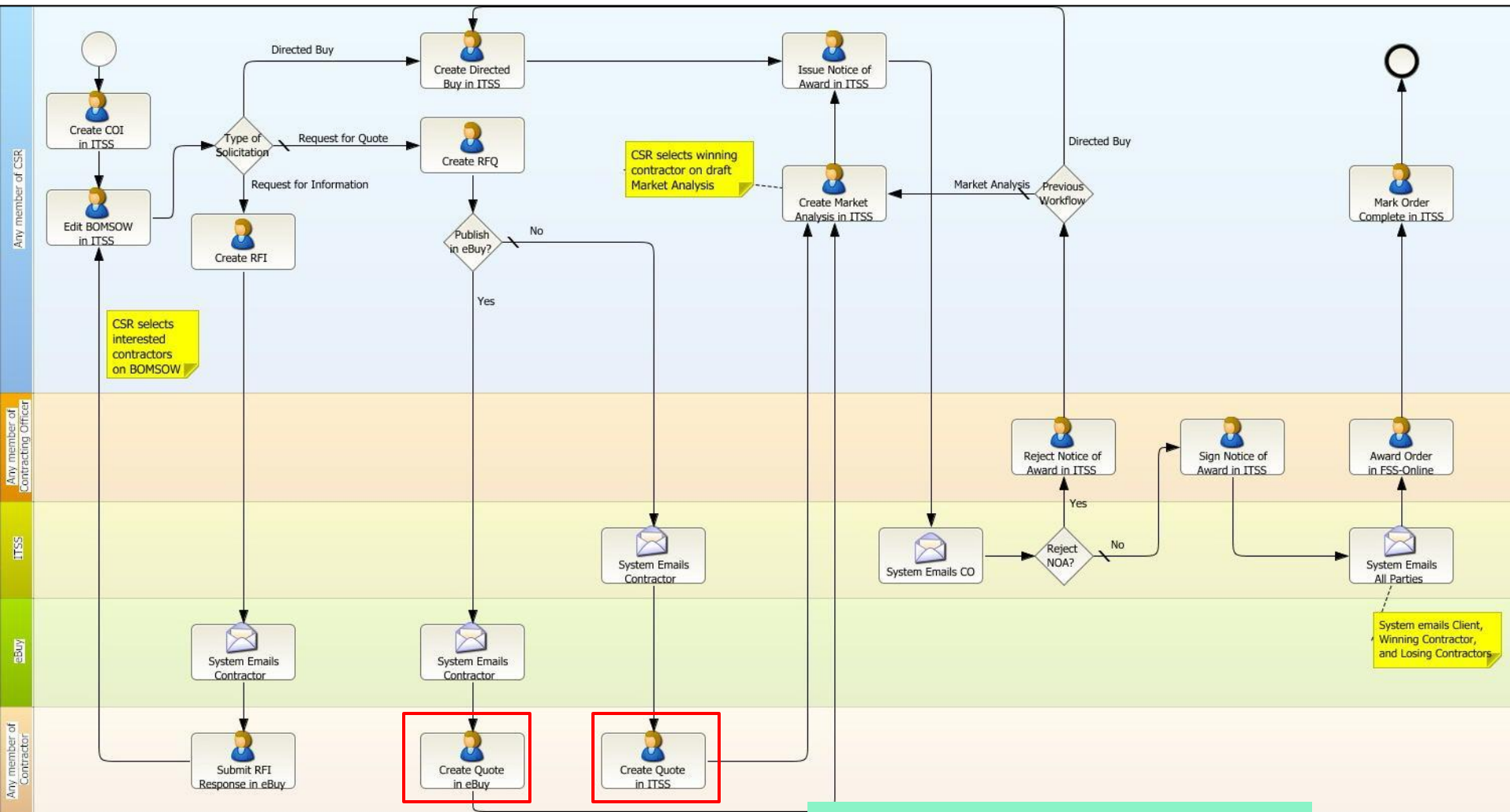
*Market Analysis Amendment 00 - Quote Selected: Jim Contractor - TEST COMPANY CORP INC (263-97-D-0313), \$927,675.00

>Notice of Award - Signed

Click on the Quote links in the Order Package view to open an existing Quote in view mode

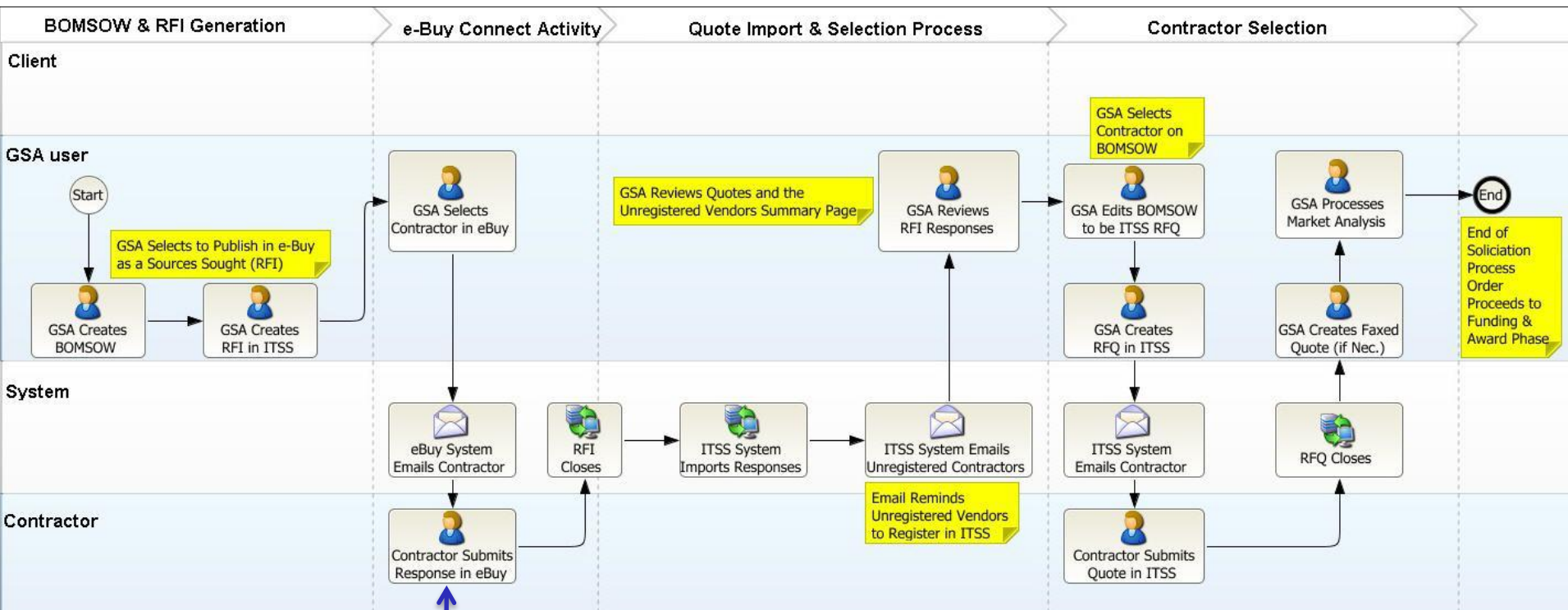
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Within the Pre-Award Workflow Context



Contractors submit quotes in either ITSS or e-Buy depending on where the RFQ was published

RBA & e-Buy Solicitation Process



Contractor creates a Quote in e-Buy and enters a quote amount for each task item. A dollar amount is not required for a response to an RFI.

Note: Screenshot displayed is for an AAS order.



Prepare Quote - Review

Wednesday, February 24, 2010

[Home](#)

My Quotes

RFQs

Pro

The Unit Price field in e-Buy maps to the Task Item Quote Amount field in ITSS

▶ Back

► Save to Draft

Instructions: Please review your Quote below. If you need to modify the quote, click the 'Back' button.

Quote ID

RFQ233640-XXX

Your Quote is good until

04/29/2010 07:00:00 PM EDT

Mfr. Part/Item #	Manufacturer	Product/Service Name	Ship Address	Qty	Unit	Unit Price	Total Price
Task Item Type: FFP; Task Item Number: 67702	POP From:03/01/2010-POP To:03/31/2010	Transition / Phase-In Period	(1)	1	EA	\$14500.00	\$14500.00
Task Item Type: LAB; Task Item Number: 67703	POP From:04/01/2010-POP To:03/31/2011	Base Year	(1)	1	EA	\$47500.00	\$47500.00
Task Item Type: LAB; Task Item Number: 67704	POP From:04/01/2011-POP To:03/31/2012	Option Year 1	(1)	1	EA	\$53500.00	\$53500.00
Task Item Type: LAB; Task Item Number: 67705	POP From:04/01/2012-POP To:03/31/2013	Option Year 2	(1)	1	EA	\$58500.00	\$58500.00
Task Item Type: LAB; Task Item Number: 67706	POP From:04/01/2013-POP To:03/31/2014	Option Year 3	(1)	1	EA	\$60000.00	\$60000.00
Task Item Type: LAB; Task Item Number: 67707	POP From:04/01/2014-POP To:03/31/2015	Option Year 4	(1)	1	EA	\$60000.00	\$60000.00
Task Item Type: COM; Task Item Number: 67708	Delivery Date:09/01/2010	Hardware	(1)	1	EA	\$8000.00	\$8000.00

Line Items: \$302000.00

Task
Items are
displayed
in a table
as rows

Prompt Payment Discount

0 Days 0%

FOB

Destination

Origin Transportation Cost:

\$0.00

Vendor Attached Documents:
Vendor Comments

Comments or in the vendor comments area:

\$0.00

Quote Total:

\$302,000.00

Shipment

shipping.person@hotmail.com

(1) A

THE L

1245

Suite

San Diego, CA 92126
United States

United States

If the contractor submits a quote in e-Buy and they are not registered in the RBA, their quote *data* will be transmitted back to ITSS and displayed within a Quote Summary page

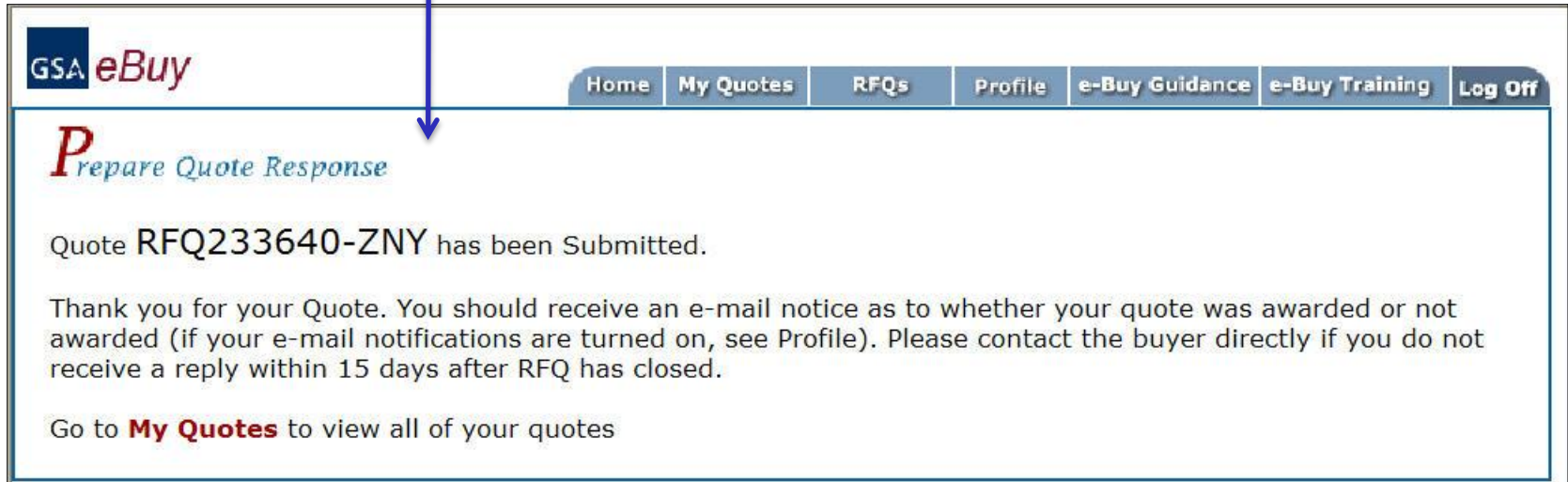
[▶ Back](#)

Save to Draft

Submit Quote

Cancel Quote

If the contractor submits a quote in e-Buy then they will be displayed an e-Buy Quote confirmation



GSA eBuy

Home My Quotes RFQs Profile e-Buy Guidance e-Buy Training Log Off

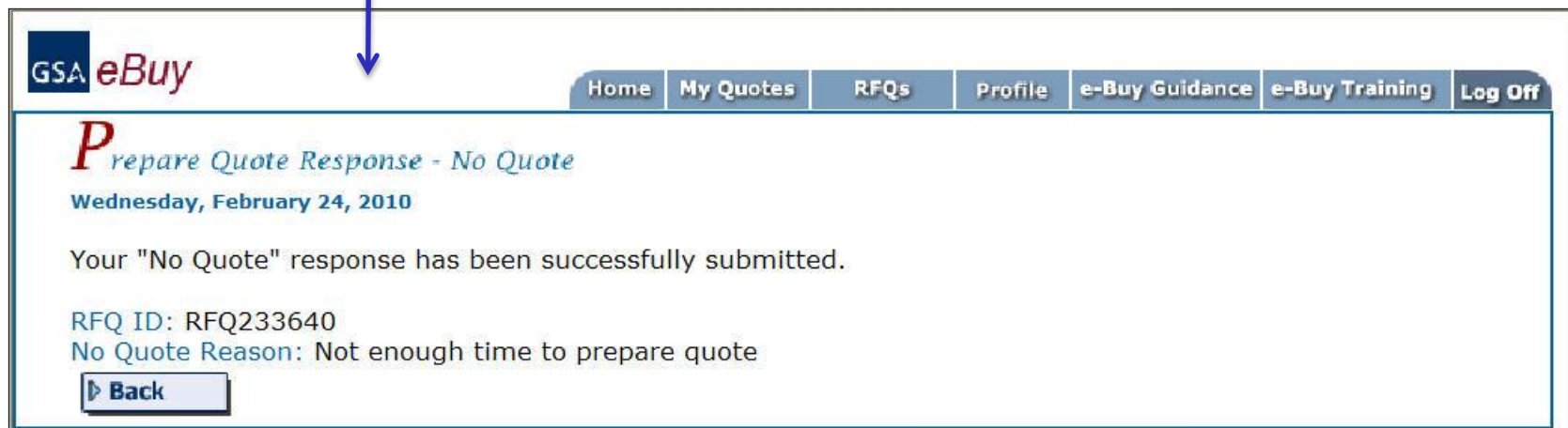
Prepare Quote Response

Quote RFQ233640-ZNY has been Submitted.

Thank you for your Quote. You should receive an e-mail notice as to whether your quote was awarded or not awarded (if your e-mail notifications are turned on, see Profile). Please contact the buyer directly if you do not receive a reply within 15 days after RFQ has closed.

Go to **My Quotes** to view all of your quotes

If the contractor submits a No Quote in e-Buy they will pick a reason and then they will be displayed an e-Buy No Quote confirmation



GSA eBuy

Home My Quotes RFQs Profile e-Buy Guidance e-Buy Training Log Off

Prepare Quote Response - No Quote

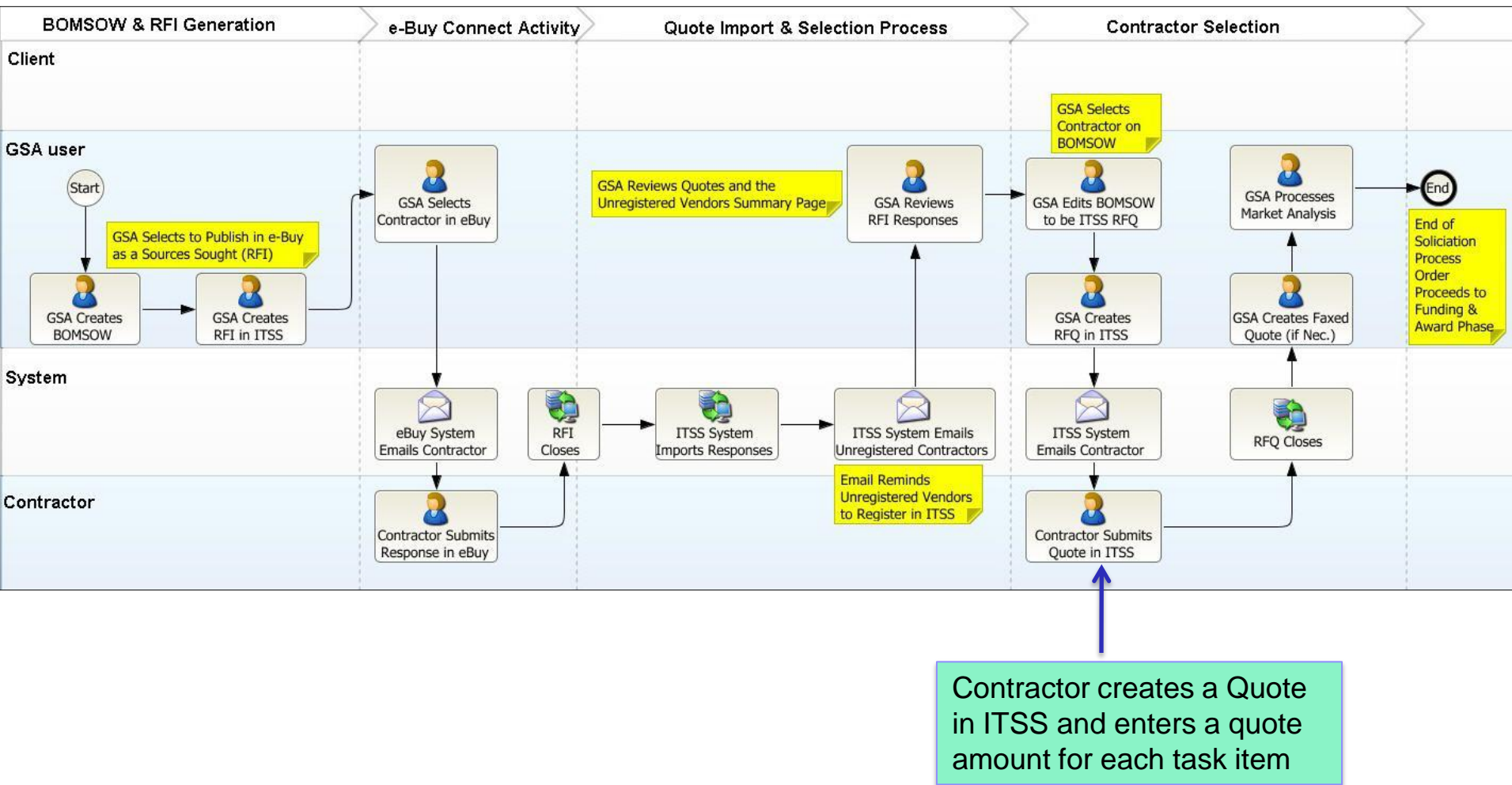
Wednesday, February 24, 2010

Your "No Quote" response has been successfully submitted.

RFQ ID: RFQ233640
No Quote Reason: Not enough time to prepare quote

[Back](#)

RBA & e-Buy Solicitation Process



Creating a Quote in ITSS

The screenshot displays the GSA IT-Solutions Shop interface. At the top left is the GSA logo and the text "IT-Solutions Shop". Below this, it says "You are signed in as Jim Contractor". To the right are two tabs: "IT-Solutions" and "GWAC". Further right are links: "Guide Me • Site Help • Contact Us • Need Assistance • Log Out". A dark blue navigation bar contains the words "WELCOME", "ORDERS" (highlighted in red), and "REGISTRATION". Below this bar is a section titled "Request for Quote". In the center of this section are two buttons: "Create Quote" and "Go To Order Package". Below the buttons, the following information is displayed:

- Submitted By:** George GSA on 02/28/2010
- Order ID:** TRAINING01, Mod 00, Amendment 00, Revision 00
- Client Rep:** Jamie Client (Test Organization)
- Status:** Quotes Requested

A blue arrow points from a green text box to the "Create Quote" button. The text box contains the following text:

Contractor can click the Create Quote button on a non e-Buy RFQ that is in an open state



IT-Solutions Shop

You are signed in as Jim Contractor

[IT-Solutions](#)[GWAC](#)[Guide Me](#) • [Site Help](#) • [Contact Us](#) • [Need Assistance](#) • [Log Out](#)[WELCOME](#)[ORDERS](#)[REGISTRATION](#)

Quote

[Close Without Saving](#)

All Fields marked with are required.

Submitted By:

Jim Contractor at 10/12/2010

Contractor:

Jim Contractor (TEST COMPANY CORP INC) under



263-97-D-0313



You Must Select a Contract Number that this Quote is Submitted UNDER in the field above

Alternate(s):

Phone Number:

(555)123-0000

Extension:

Order ID:

REQUISITION003, Mod 00, Amendment 00, Revision 00

Quote Due:

10/19/2010 07:00 PM EDT

Quote Body:

AND/OR - To complete the Quote, you must enter in either an Quote Body (above) or attach one or more requirements document(s)(below). You may use both - one is required.

File Attachments:



I will meet or exceed all requirements: ☐ Yes ☒ No



I will meet or exceed desired delivery dates: ☐ Yes ☒ No

Select a contract number or Open Market

Type a quote body and/or attach a file

Users must indicate a Task Item Quote Amount for each task item regardless of whether it is active or inactive

Comments:

Task Items: 

Type ⬇	Item No. ⬇	Description ⬇	POP From Date ⬇	POP To Date ⬇	Delivery Date ⬇	Task Item Quote Amount ⬇
COM	0001	Workstations	n/a	n/a	12/01/2010	<input type="text" value="\$0.00"/>
COM	0002	Desks	n/a	n/a	12/01/2010	<input type="text" value="\$0.00"/>
COM	0003	Chairs	n/a	n/a	12/01/2010	<input type="text" value="\$0.00"/>
COM	0004	Demountable Walls	n/a	n/a	12/01/2010	<input type="text" value="\$0.00"/>
LAB	0005	Installation	12/01/2010	12/23/2010	n/a	<input type="text" value="\$0.00"/>

Total Quote \$s:

To Calculate Total Quote \$s, Click here >> **Calculate** \$0.00

Contractor Access
List:

<<Select Access Rights>>

▶ **Edit History**

Click *No Bid* if
Quote
submission is
not desired

No Bid

Submit

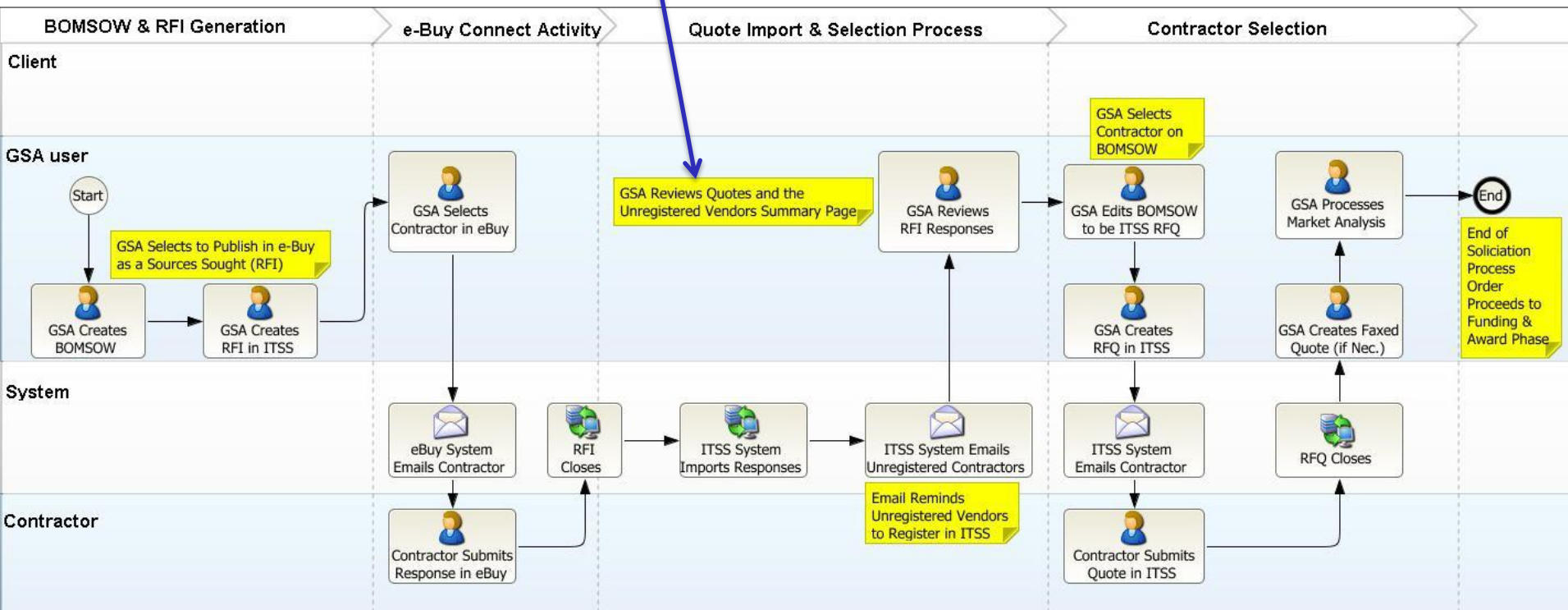
Close Without
Saving

Total Quote \$ is calculated
as the sum of all *Task Item*
Quote Amount values


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RBA & e-Buy Solicitation Process

A *Quote Summary for Unregistered Contractors* document is created and added to the *Order Package* if the e-Buy Quote Import imported quotes submitted by contractors that were not registered in the RBA



Note: Screenshot displayed is for an AAS order.


IT-Solutions Shop
 You are signed in as George GSA

IT-Solutions

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[WELCOME](#) | [ORDERS](#) | [FUNDING](#) | [REGISTRATION](#) | [CONTRACTS](#)

Select a View:

[<<-- View Orders -->>](#) | [<<-- View Inactive Orders -->>](#) | [<<-- View Action Items -->>](#) | [<<-- View Support Information -->>](#)

Go to a Specific View Item: [Create New Order](#)

Orders - Entire Package

Next -> |

▼ Order Package
 ▼ R7EBUYTRN1A-COI A. Duke (Test TrainInfantry School) Quote Selected>>training in e-buy
 00 Chronology
 ▼ 01 BOM/SOW R7EBUYTRN1A - 00 Amendment 00 ANALYSIS COMPLETE
 ▼ RFQ Modification 00 Amendment 00 Revision 00 GSA APPROVED
 Quote Amd 00 Rev 00 for Stanley Macker (ROBCO CORP.) Cnt# GS-10F-0246L, BID=\$10,000.00
 Quote Amd 00 Rev 00 for Sharon F. Smithers (ABCASSOCIATES INC.) Cnt# GS-10F-0086K, BID=\$10,000.00
 Unregistered Vendor Quotes Summary ←
 *Market Analysis Amendment 00 - Quote Selected: Stanley Macker- ROBCO CORP. (GS-10F-0246L), \$10,300.00
 >Certification of Funds has been sent to FM at ITOMS

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Click on the Unregistered Vendor Quotes Summary link in the Order Package view to see quote information from unregistered contractors that submitted quotes via e-Buy

Quote Summary for Unregistered Contractors

Page Privileges

user Role Action	Create	Edit	View
GSA user			✓
Client			✓
Contractor			
e-Buy Import	✓		

Note: Screenshot displayed is for an AAS order.


IT-Solutions Shop
 You are signed in as George GSA

IT-Solutions ITOMS

WELCOME **ORDERS** FUNDING REGISTRATION CONTRACTS

Quote Summary for Unregistered Contractors

Go To Order Package

Quotes

e-Buy Quote Id	Date Received	Contractor (Company)	Duns Number	E-mail Address	Total Price	Comments	Attachments																												
▼ RFQ233681-AZV	03/01/2010	Ebuy Tester (3H Technology LLC)	GS-10F-0095S 969430164	nobody_tftester@hotmail.com_nowhere_nowhere 1234567890	\$90.00																														
<table border="1"> <thead> <tr> <th>Type</th> <th>Item No.</th> <th>Description</th> <th>POP From Date</th> <th>POP To Date</th> <th>Delivery Date</th> <th>Task Item Quote Amount</th> </tr> </thead> <tbody> <tr> <td>COM</td> <td>001</td> <td>TEST TASK ITEM DESCRIPTION</td> <td>n/a</td> <td>n/a</td> <td>03/26/2010</td> <td>\$20.00</td> </tr> <tr> <td>LAB</td> <td>002</td> <td>TEST TASK ITEM DESCRIPTION</td> <td>03/26/2010</td> <td>04/25/2010</td> <td>n/a</td> <td>\$30.00</td> </tr> <tr> <td>FFP</td> <td>003</td> <td>TEST TASK ITEM DESCRIPTION</td> <td>04/25/2010</td> <td>05/25/2010</td> <td>n/a</td> <td>\$40.00</td> </tr> </tbody> </table>								Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Task Item Quote Amount	COM	001	TEST TASK ITEM DESCRIPTION	n/a	n/a	03/26/2010	\$20.00	LAB	002	TEST TASK ITEM DESCRIPTION	03/26/2010	04/25/2010	n/a	\$30.00	FFP	003	TEST TASK ITEM DESCRIPTION	04/25/2010	05/25/2010	n/a	\$40.00
Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Task Item Quote Amount																													
COM	001	TEST TASK ITEM DESCRIPTION	n/a	n/a	03/26/2010	\$20.00																													
LAB	002	TEST TASK ITEM DESCRIPTION	03/26/2010	04/25/2010	n/a	\$30.00																													
FFP	003	TEST TASK ITEM DESCRIPTION	04/25/2010	05/25/2010	n/a	\$40.00																													
▶ RFQ233681-SWJ	03/01/2010	Ebuy Tester (3M Company)	GS-10F-0454M 021873203	ebuyrfq@gsa.gov 1234567890	\$120.00																														
▶ RFQ233681-MAY	03/01/2010	Ebuy Tester (2020 COMPANY, LLC)	GS-10F-0141S 169810657	nobody_tftester@hotmail.com_nowhere_nowhere 1234567890	\$60.00																														

No Quotes

-- NONE --

Information about each Quote submitted in e-Buy by non-registered contractors is displayed in a table for analysis.

If you wish to select an unregistered contractor's quote then:

1. Register the contractor in the RBA
2. Create a Faxed Quote for them

Task Item Quote Amounts are displayed for each unregistered contractor that submitted a Quote in e-Buy

If a GSA user creates a faxed quote for one of the unregistered contractors (after contractor registers in RBA) then the quote is generated with e-Buy task item quote data

GSA user can create a Faxed Quote on behalf of the contractor after the RFQ has closed by clicking the Create Faxed Quote button on the RFQ

GSA IT-Solutions Shop
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WELCOME **ORDERS** **FUNDING** **REGISTRATION** **CONTRACTS**

Request for Quote

[Create Faxed Quote](#) [Market Analysis](#) [Edit](#) [Go To Order Package](#)

GSA IT-Solutions Shop
You are signed in as CSR1 IWAC

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WELCOME **ORDERS** **FUNDING** **REGISTRATION** **CONTRACTS**

Pick Contractor for Quote

1. Highlight the name of the Contractor you are submitting a Quote for:

[Select](#)

2. Click the Select button

[Select](#)

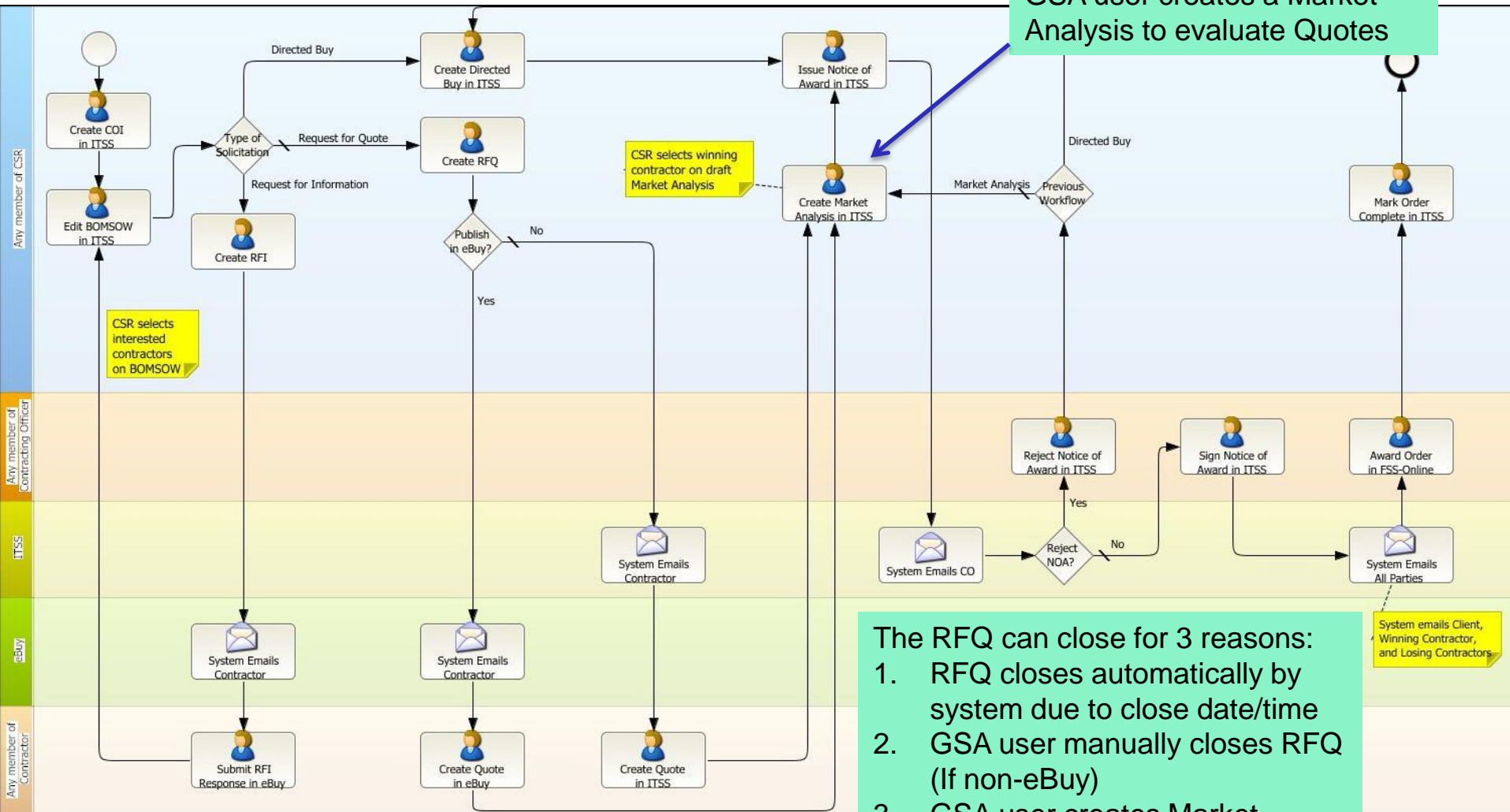
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GSA user selects a contractor from the drop-down Contractor list

Quote Status Glossary

Status	Definition
Open	Quote editable and both the 'No Bid' and 'Edit' buttons are displayed.
Closed	Quote no longer editable and only the 'Go to Order Package' button is displayed.

Next Steps...



Quotes cannot be edited or submitted by the contractor if the RFQ Close Date/Time has passed unless the RFQ is reissued

The RFQ can close for 3 reasons:

1. RFQ closes automatically by system due to close date/time
2. GSA user manually closes RFQ (If non-eBuy)
3. GSA user creates Market Analysis which auto-closes RFQ (cannot occur if RFI)

Federal Acquisition Service

Questions & Support

- For questions regarding IWAC Policy please contact stephen.gervasi@gsa.gov
- For questions regarding the RBA Quote training module please contact RBA Technical Support:
 - Phone: (877) 243-2889
 - Email: helpdesk@gsarba.com

